

# Precision Scheduling for Groups

**MEETING  
MAKER**

ON Technology, Inc.  
155 Second Street  
Cambridge MA 02141  
617-876-0900



# Now you can spend more time working with people and less time tracking them down.

**Plan, schedule and confirm meetings in a fraction of the time, with Meeting Maker.™**

Bob's in the Bahamas. Jane's phone is forwarded. Mary's secretary is taking a long lunch. And you need to confirm a meeting with all of them, today.

But that's no problem when you have Meeting Maker, the new software for Macintosh® networks that lets your whole organization plan and confirm meetings in a fraction of the time—even with people who are out of the office.

Meeting Maker automatically compares peoples' schedules to help you pinpoint the ideal time for meetings. It sends out invitations, tracks responses, and even follows up unerringly on schedule changes or cancellations.

So your people spend less time on legwork, and more time getting things done.

**Find the best time for everybody.  
Instantly.**

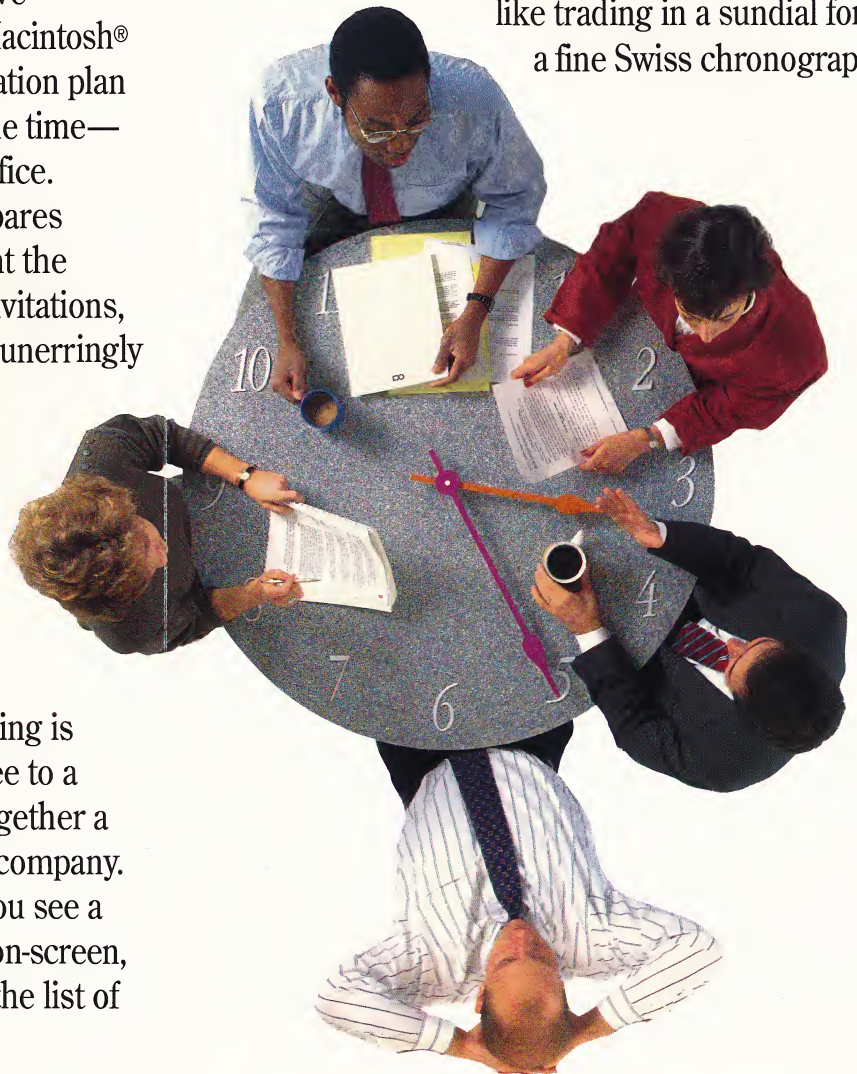
The toughest part of setting up a meeting is often simply getting everybody to agree to a time. *Especially* if you need to bring together a large group, from various parts of the company.

With Meeting Maker, it's simple. You see a composite schedule of available times on-screen, as you add meeting participants from the list of

network users. So you can find the perfect time at a glance. Or, ask the system to "Auto-Pick" the best time for you.

It's as easy as that. And the difference it makes to your workday will astonish you, as Meeting Maker literally frees up hours of time.


Putting Meeting Maker to work for you is like trading in a sundial for a fine Swiss chronograph.





## Meeting Maker not only makes scheduling more organized. It makes *you* more organized.

Meeting Maker features a personal calendar system that's simple to use—and gets you into the habit of planning out your workdays in advance. There's a built-in “To Do List” system, to help you focus on priorities. And you can print out your schedule in popular day-planner formats.



Your personal schedule is known only to you, or to those whom you select to act as “proxy” for you. So the people who work closely with you have instant awareness of your whereabouts and plans for the day—without interrupting you. Yet you are still free to keep details of any meeting or activity private.

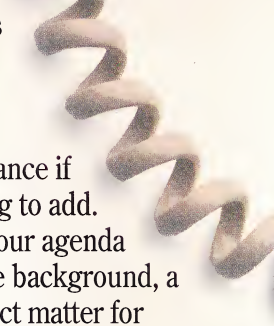
As you come to rely on the proxy system, you'll discover powerful new ways of working together—like the ability to confirm meetings with people who are out of the office, or even on vacation.

## Meeting Maker puts the right people in the right place. At the right time.

Planning meetings is easier, too. Since you choose attendees from a list of network users, you're not likely to overlook important contributors. You can create and name your own groups for repeated meetings, like “Sales Managers,” or “New Product Task Force.” And you can distinguish between Required and Optional attendees to make scheduling easier, even send out “carbon copies” and “blind carbon copies” to non-attendees.

Plus, Meeting Maker lets you schedule conference rooms, A/V resources, even catering on the system. So nothing is left as an afterthought.

As part of your meeting proposal, Meeting Maker lets you include an



agenda, with explicit goals and outcomes. So your meeting is not only more focused, but people can excuse themselves in advance if they feel they have nothing to add. And with space for 32K, your agenda can even include complete background, a status report, or the subject matter for the meeting—such as a contract to be discussed.

## Stick to the planning, and let Meeting Maker do the legwork.

Perhaps best of all, with Meeting Maker you invite all participants to your meeting with a single action. So you avoid calling people repeatedly just to set up a time and place. In fact, you avoid the telephone altogether.

Meeting Maker automatically follows through on your meeting proposal. A message from the system alerts you when someone responds to your proposal. Meeting Maker also prompts you when you've been invited to a meeting.

Meeting Maker automatically blocks off the meeting's time and place on each calendar as people confirm your meeting. It also erases cancelled or rescheduled meetings from calendars automatically, and alerts everyone to the changes, as well.

So nobody shows up on Thursday, for Wednesday's meeting.





## How Meeting Maker gets you organized.

The nucleus of Meeting Maker is the daily calendar, which you can display in views from 1 to 14 days. Block out activities, meetings, private work sessions, even recurring weekly or monthly sessions in a single step. Each meeting you have proposed shows a “current status” icon—to let you know when things are all set, and when they’re not.

You can call up full details about any activity or meeting on your calendar, zoom out for a month-at-a-glance view, or use a feature called Navigator to jump to any day of the year you choose.

Meeting Maker treats your schedule as your own private property, keeping its contents confidential to you and your designated proxies; it reveals only open time slots to others who want to know your availability. Access is limited by password-protection. And for further privacy, you are free to hide the details of any activity even from your proxies.

## Planning a meeting.

Meeting Maker condenses the complex and frustrating task of planning and proposing a meeting into a single, visually-prompted activity.

You select meeting participants, as well as rooms, equipment, and A/V resources from a list of network user names. As you create the attendance list, you designate participants as Required or Optional. And you can invite entire groups in a single step when you use Meeting Maker’s “Make Group” feature.

Often, the least productive meetings are those without a clearly-defined or communicated purpose. Meeting Maker allows you to create an agenda as part of the proposal, which may be cut and pasted from another application. With 32K available space, you can even include background, current status information, or the subject matter of the meeting, such as contracts, budgets, or business plan information.

*This is the daily calendar. Set it to display up to 14 days at once.*

*Meeting Maker offers a variety of options for scheduling recurring meetings.*

*This icon tells you that someone has a conflict with your proposed meeting.*

*This is the summary of a meeting proposal ready to be sent to your guest list.*

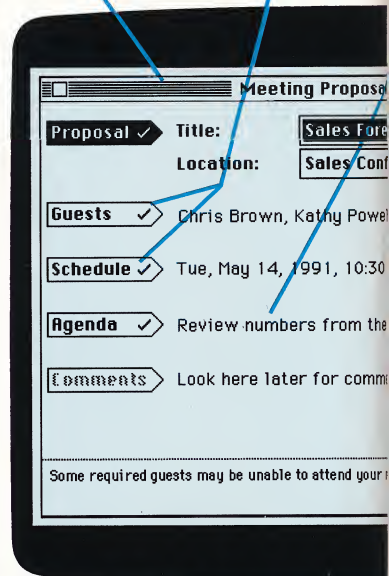
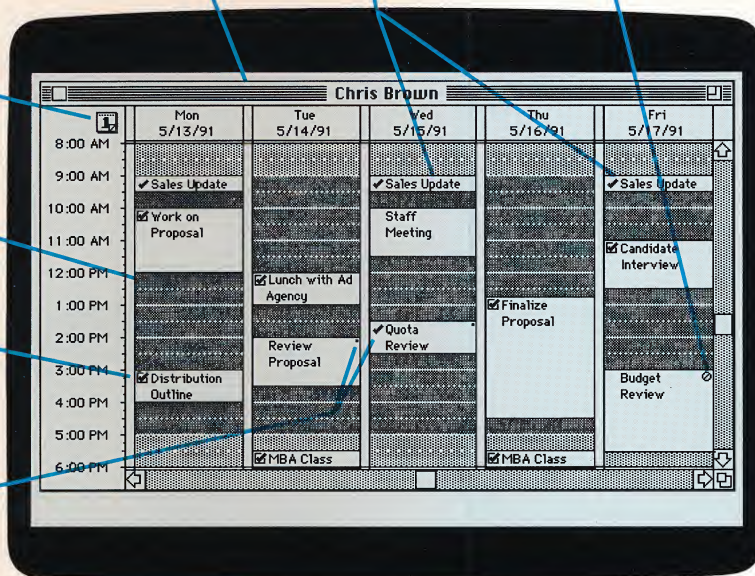
*Click to create or alter your guest list, and to choose a time for your meeting.*

*Click here for Navigator, to view any day of any month.*

*The dark gray area highlights your regular work hours, set by you.*

*Your work activities and personal appointments display a check box.*

*Meetings you propose show a dot (top right), and then a check mark when fully confirmed.*



## Finding the best time for everybody, automatically.

Before Meeting Maker, most meetings were scheduled by trial and error. *Lots* of trial and error, if you were dealing with a large number of schedules.

Now there's a better way. As you define the attendance list, Meeting Maker instantly displays and updates the calendar availability of the entire group as a composite, differentiating between Required and Optional attendees. So when you plan your meeting for an open time using Meeting Maker, the chances of confirmation are immeasurably higher than otherwise.

If you like, choose Auto-Pick, and the first available time for all Required attendees will be suggested to you. Or, if you need to have a meeting at a specific time, Meeting Maker lets you know who has a conflict. So you can deal with it directly.

People are free to accept or decline your proposal; as they accept, Meeting Maker automatically logs their calendars, and alerts you to their responses.

Should you decide to cancel, Meeting Maker clears the meeting from all calendars, and even sends out a notification. It also treats your proposal to reschedule a confirmed date, time, duration, or recurrence interval as a new proposal, and automatically clears the old meeting from all schedules.

If getting the right people in the right place at the right time is a problem for you, Meeting Maker is *the right* solution.

**ON**  
Technology

617-876-0900

Display first line of your meeting agenda, which can be up to 32K of text.

Schedule rooms as you propose your meeting.

This is the schedule window.

Click here to schedule a recurring meeting.

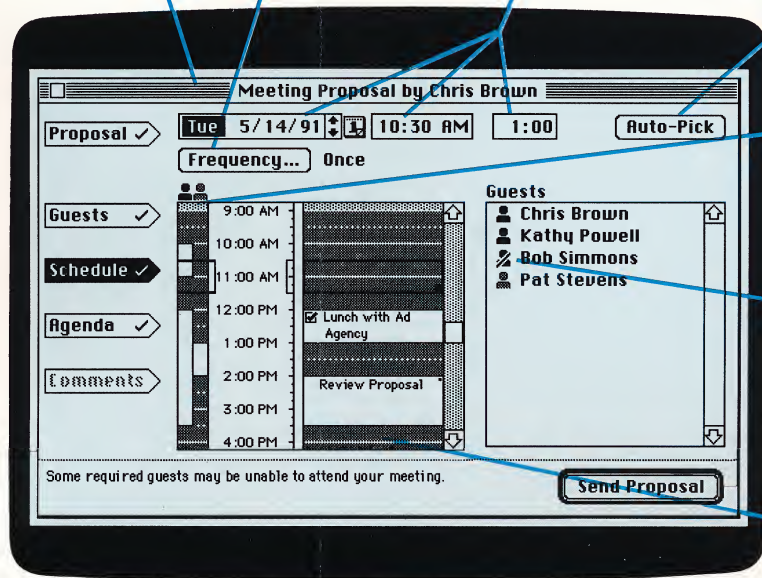
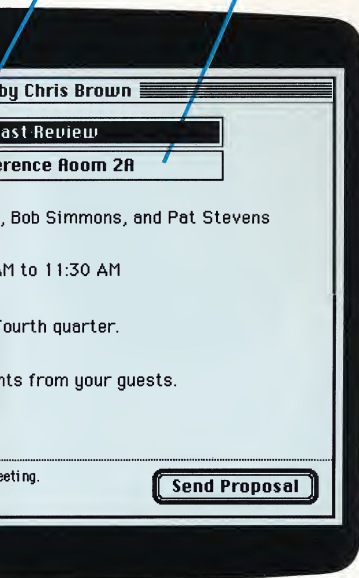
Use these windows to set a date, time and duration.

Click here to locate the earliest time open to all Required guests.

The composite schedules of your Required and Optional guests are displayed here.

Meeting Maker shows you who has a conflict with this time.

Your schedule appears here.





# Meeting Maker Specifications

## *Organizing and viewing your schedule*

- Quickly block out activities and private work time; include detailed notes
- Schedule a series of recurring activities in one step
- Set reminders for meetings and activities
- Prioritize and sort tasks with To Do List
- Print your schedule in Day-Timer®, Filofax®, Day Runner®, and Franklin Day Planner® sizes
- See the month's schedule at a glance, or zoom in to view details on any day of any month
- Display up to 14 days of your calendar
- Specify meeting guests as Required or Optional

## *Scheduling meetings*

- Choose guests, rooms, meeting resources and open meeting times from on-screen lists
- Use Auto-Pick to find the first time available for all Required participants
- Include agenda or other text (up to 32K)
- Schedule a series of recurring meetings in one step
- Create invitation Groups for one-step invitations
- Automatic notification as meeting guests respond
- Icon tells current status of meeting confirmation at a glance
- Automatically generate a composite schedule of when guests are available to meet

## *Responding to meeting invitations*

- Automatic notification of all incoming meeting proposals and cancellations
- Accept or decline invitations, with your comments; or defer your decision

## *Allowing others to access your calendar*

- Give "proxy" access to 1 or more people
- Proxies can create or view activities and meetings for you; or respond in your behalf
- Activities and To Do List details can be kept private from all proxies

## *General user features*

- Automatic log-in at startup, with password protection for each user
- Easy access through desk accessory menu

## *Administration features*

- Simple setup of servers and user accounts, from any user's Macintosh®
- User lists may be imported from QuickMail®
- Central creation of company holidays, public invitation Groups
- Archive older calendar files to optimize performance
- Server controls facilitate backup and restore

## *Server features*

- Supports dial-in modems at 2400 baud or higher
- Supports cross-zone and multiple-server configurations
- Compatible with AppleShare®, QuickMail, Microsoft Mail®, TOPS™, and other network products

## **System and Network Requirements**

- Software runs in background on Macintosh Plus (with 128K ROMs) or higher (including Portable and Classic)
- Servers require 500K RAM per 100 users
- Compatible with all AppleTalk® networks; uses Apple® Data Stream Protocol (ADSP 1.5 or higher) for message handling
- Compatible with AppleTalk/LocalTalk® and EtherTalk™